

Creating a Content Folder

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Folders help you organize content in your class. This article explains when to use folders, and how to create a folder.

Organizing Content: Folders vs Learning Modules

You can organize course content into folders, and Learning modules.

There are key **similarities** between folders and Learning modules:

- Both are containers that allow documents, links, assignments, and other types of content to be stored inside of them.
- Both permit two levels of nesting.

There are also key **differences** between folders and learning modules:

- Learning modules cannot be placed inside folders or other Learning modules.
- Folders can be placed inside modules and other folders.
- Learning modules provide students with on-screen arrows that allow them to move to the next or go back to previous items.

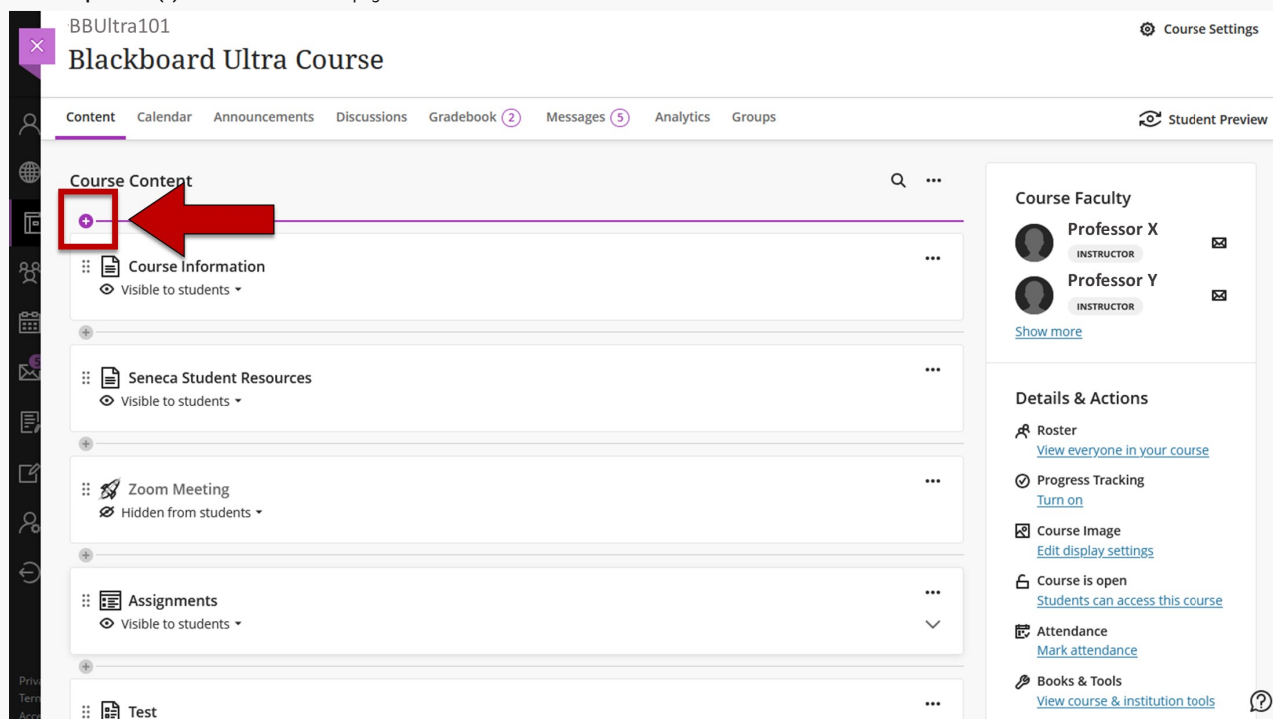
When To Use Folders vs Learning Modules

Folders: Use folders when the items contained in that folder do not need to be viewed sequentially (ex: a series of links to different resources).

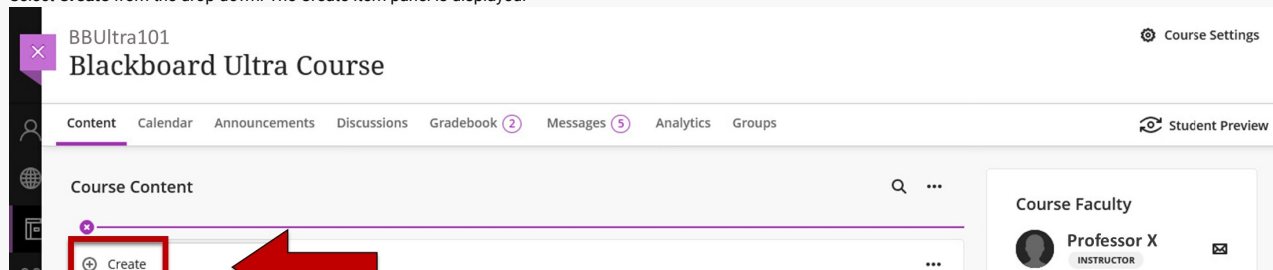
Learning modules: Use learning modules when you want students to work through content in sequence, such as a week's learning materials.

How To Create A Folder

1. Select the **plus icon (+)** on the Course Content page.



2. Select **Create** from the drop-down. The Create Item panel is displayed.



The screenshot shows the Blackboard Ultra course interface. On the left, a vertical sidebar contains icons for various course tools. The main area displays a list of course content items. A red arrow points to the 'Add Content' button, which has opened a dropdown menu. The menu options are: Auto-Generate Modules, Copy Content, Upload, Cloud Storage, Content Market, Content Collection, Zoom Meeting, and Hidden from students. Below this menu, there are sections for 'Assignments' and 'Test'. On the right, the 'Details & Actions' sidebar is visible, showing the user 'Professor Y' and various course management options like Roster, Progress Tracking, Course Image, Course is open, Attendance, Books & Tools, and Question Banks.

3. Select **Folder**.

The 'Create Item' dialog box is shown. It has a title bar 'Create Item' and a section 'Course Content Items'. Under this section, several options are listed: Learning module, Folder, Document, Link, Teaching tools with LTI connection, and SCORM package. The 'Folder' option is highlighted with a red rectangle. Below this section, there are sections for 'Assessment' (Test, Assignment) and 'Participation and Engagement' (Discussion, Journal).

The 'New Folder' dialog box is shown. It has a title bar 'BBUltra101' and a title 'New Folder 1/25/23'. Below the title, there is a dropdown menu for 'Hidden from students' which is currently set to 'Hidden from students'. There is a text area for 'Description' with the placeholder 'Add a description' and a note 'Maximum 750 characters'. At the bottom, there are 'Cancel' and 'Save' buttons.

4. Select the default title to edit the name of the folder.

5. Select **Hidden from students** to change the visibility of the folder.

The 'New Folder' dialog box is shown again. The title is 'New Folder 1/25/23'. The dropdown menu for 'Hidden from students' is now highlighted with a red rectangle, indicating it has been selected. The rest of the dialog box, including the description text area and the 'Cancel' and 'Save' buttons, remains the same.

6. Select the **Description** text box to add a description. **Note:** Descriptions are limited to 750 characters and cannot be styled (i.e., bold, underlined, coloured text, etc).

New Folder 1/25/23

☒ Hidden from students

Description
Add a description

Maximum 750 characters

Cancel Save

7. Select **Save**. The folder is displayed on the course content page.

BBUltra101

New Folder 1/25/23

☒ Hidden from students

Description
Add a description

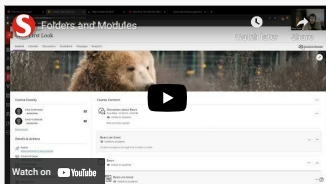
Maximum 750 characters

↓

Cancel Save

Video

This short video covers folders and modules and takes a quick look at when to use each feature.



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tags : blackboard-ultra, content-folder, creating-a-content-folder, creating-folders, creating-learning-modules, folder, folders-learning-modules, learning-module, setting-up-your-course, ultra